

CIVIL AIR PATROL  
United States Air Force Auxiliary  
7401 Airfield Drive  
Richmond, VA 23237

VA Wing Supplement 1  
CAPR 123-3  
1 MAY 1998

## Inspection

### CIVIL AIR PATROL ASSESSMENT PROGRAM

CAPR 123-3, 1 March 1998, is supplemented as follows:

1d. (Add) Policies and procedures established by Middle East Region, CAP, or Virginia Wing, CAP, shall be included as inspection items.

1 copy to HQ MER/IG

10. (Add) An internal assessment program is established for Virginia Wing as follows:

a. (Add) Self Assessment:

(1) (Add) Unit commanders should conduct a self-assessment of their organizations at least annually using a Unit Self-Assessment Questionnaire prepared by the Wing Inspector. Reports of this inspection will be forwarded through the Group Commander to Wing Headquarters, ATTN: IG, immediately upon completion.

(2) (Add) Commanders should initiate plans to correct within three months all items found deficient during self-assessments. Additional unit self assessments may be requested by the Group Commander, the Group Inspector, or the Wing Inspector at any time to evaluate progress, provided that more than three months has elapsed since the last self assessment. When deficiencies have been corrected, commanders may submit a new self-assessment report or letter to the Wing Inspector indicating such.

(3) (Add) Wing staff members will conduct self-assessments of their functions at least annually using the Wing Self-Assessment Guide prepared by National Headquarters. A report of this assessment will be delivered to the Wing Inspector within thirty days.

b. (Add) Staff Assistance Visits:

(1) (Add) Group Commanders and/or Group Inspectors will conduct a staff assistance visit with each unit at least annually. At least thirty days prior notification will be given the unit commander. During the visit, all items on the most recent Unit Inspection Questionnaire will be reviewed, with particular attention on those items where a deficiency exists.

(2) (Add) Group Commanders and/or Group Inspectors will conduct a staff assistance visit to any unit receiving a "marginal" or "unsatisfactory" rating for any functional area during a formal inspection by the Wing Inspector or his representative. This mandatory visitation will be scheduled within thirty days of receipt of the final inspection report.

(3) (Add) Informal staff assistance visits by wing staff members to subordinate units are encouraged.

c. (Add) For Formal Unit Assessments.

(1) (Add) Units of Virginia Wing, including both squadrons and groups, may be assessed on a random basis as determined by the Wing Inspector based on Unit Self-Assessment Reports, Group Staff Assistance Visit Reports and Wing Staff Directorate Reports. A schedule of these formal assessments will be prepared by the

Wing Inspector each year and updated every six months.

(2) (Add) Special formal assessments of any unit may be conducted at any time at the direction of the Wing Commander. If circumstances permit, at least thirty days advance notice will be provided.

(3) (Add) Formal assessments will be conducted by a team of individuals appointed by the Wing Inspector and will include, as a minimum, a review of the following functional areas:

- (a) Command
- (b) Financial Management
- (c) Logistics and Supply
- (d) Flight Operations
- (e) Personnel and Training

A checklist prepared by the Wing Inspector with the assistance of other wing staff personnel, or the Unit Self-Assessment Questionnaire will be used to conduct the assessment.

(4) (Add) A written report of the assessment findings and an evaluation of each functional area will be prepared and forwarded to the wing commander within thirty days of the inspection. Copies of this report will be furnished the unit and group commander.

(5) (Add) Unit commanders will respond to the Wing Commander within thirty days of the assessment report, in writing, documenting their remedial plans for any functional area rated "marginal" or "unsatisfactory".

(6) (Add) A closing report will be forwarded to the Wing Inspector when all deficient items have been corrected. Interim reports of progress are encouraged.

d. (Add) Group Inspectors: The senior officer on each group commander's staff will serve in an additional duty capacity as the Group

Inspector, unless another individual has been

appointed in writing by the Group Commander.

MARY F. KUNKOWSKI, LTC, CAP  
Administrative Officer

H. CLICK SMITH SR., COL., CAP  
Commander